Administrative Assistant/
Grants and Operations Manager
Rhode Island State Council on the Arts

TITLE OF CLASSES IN GROUP: Class Code:

CLASS DEFINITION: **Pay Grade: 19A**

EO: B

GENERAL STATEMENT OF DUTIES: To serve in a responsible capacity within the State Arts Council by overseeing the agency's grants management and communications systems; ensuring that all information from applications, grants and final reports is gathered and entered into the system in a timely and accurate fashion and that the system is up-to-date and operational; to be responsible for the preparation of state and federal reports related to the grant awarding and management activities of the agency; to oversee the agency's electronic communications and information systems (web site, blog, newsletter, artist directory, etc.) and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Executive Director with a some degree of latitude for the exercise of initiative and independent professional judgment; work assignments are received in outline form as to objectives and the utilization of appropriate methods and processes; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

SUPERVISION EXERCISED: As required, provides assistance to and reviews the activities of professional, technical and clerical personnel involved in grants or communications related areas.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To ensure that all grant application materials are properly received and entered into the agency's grants management system in preparation for review by agency staff and panels, and that the receipt of these applications is properly acknowledged.
- To track the eligibility of applicants and communicates to applicants and staff any issues that may affect eligibility, such as failure to submit final reports for previous grants.
- To create or produce any reports, forms or documents as required for the grants management function of the agency, or for state or federal purposes as required by the Executive Director.
- To ensure that the grants management system and documents generated by the grants management system reflect the actions of the Arts Council board in all program areas, and generate such documents as are required to award grants or notify applicants that their application has been rejected.
- To enter and manage the flow of material in the state financial management system (RI-FANS) related to the award and payment of grant awards, and monitor the work of other state arts council staff in this area.
- Ensure that all necessary documents and records are maintained and properly cataloged in accordance with the Arts Council record retention schedule and state/federal requirements.
- Ensure that the grants management system is in working order and up-to-date, and that all information is safeguarded on and off site, either directly or through outside vendors.

- Oversee and prepare for publication informational items for the agency website, weblog, electronic newsletter or press releases.
- Perform tasks as necessary related to serving constituents of the Arts Council, including directing applicants to appropriate program staff or answering grants management-related questions.
- Work closely with cooperating agencies, committees and interested groups carrying out various activities associated with support of the arts community, as well as special projects and services of the Arts Council.
- To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES. SKILLS AND CAPACITIES: A highly organized individual with strong computer skills is what we seek, one with particular knowledge of Microsoft Access (table and report programming), Excel, other Microsoft Office applications as well as webpage management and publishing. A working knowledge of the dynamics of non-profit organizations, and particularly arts organizations, combined with an understanding of the needs of the arts field, from individual artists, arts educators and arts organizations is desirable; the ability to use standard technical procedures and established methodology; strong skills and abilities to use technical tools, including computers and other devices, to carry out specified work; the ability to identify appropriate procedures developed by others, test them and use them under varying circumstances; the ability to understand and carry out complex oral and written instructions; the ability to review and correct as needed the activities of professional, technical and clerical personnel; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations and individuals; the ability to write effectively and to make oral presentations; the ability to work productively and collegially, often under deadlines, as part of a small team; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an undergraduate or graduate degree, preferably but not necessarily in an arts or arts-related field; and

Experience: Such as may have been gained through previous employment in a responsible position in a federal, state, municipal or public or private agency or organization that demonstrates the ability to do professional work of high caliber;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

April 22, 2008